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Executive Registry

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive
FROM : Management Officer

DATE: 13 June 1950

SUBJECT: Survey of [REDACTED] Inspection and Security Staff.

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1. At the request of the Chief, Inspection and Security Staff, a survey of the [REDACTED] Inspection and Security Staff, was made to determine the number of persons required to adequately perform the functions of the Section. The survey report which is attached recommends that three additional positions be added to the [REDACTED] so that the work of the Section may be accomplished on a current basis.

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2. In submitting the report for comment, the Chief, Inspection and Security Staff, was requested to consider the Director's recent memorandum in which restrictions were placed on personnel and space allocations. The Chief, Inspection and Security Staff, in the attached memorandum states that the three additional persons required in the [REDACTED] cannot be made available from other units of his Staff without seriously impairing operations. In order to verify this statement the Management Staff would have to make a complete detailed organizational, functional and methods study of the Inspection and Security Staff which would require the full time of an analyst for at least three weeks. Due to the pressure of work and other high priority projects now being conducted by the Management Staff, it is not possible at this time to make a detailed study of the entire Inspection and Security Staff.

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3. The files and records of the Inspection and Security Staff will continue to expand and will result in increased workload for the [REDACTED] unless machine processes can be applied to aid in reference and searching activities. A detailed study to adapt machine processes to Inspection and Security Staff activities is being made by this Staff. It is believed that machine processes can be adapted to reference and searching, however, the changeover from manual to machine methods will require time and the present situation in the Reference Section needs to be corrected immediately.

4. In view of the above and the attached papers it is recommended that favorable consideration be given to the recommendations in the attached survey report.

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Attachment: Survey Report

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